



MAKE A DIFFERENCE – JOIN THE EUROPEAN COMMISSION

Do you want to help shape the future of the European Union? Make the planet greener, promote a fairer society, or support businesses and innovation across the EU? Then come and work for the European Commission where you can really make a difference!

Commission staff are a diverse group of people, who are motivated to help make Europe – and the world – a better place. They come from the 27 Member States of the European Union. Different nationalities, backgrounds, languages and cultures make the Commission a vibrant and inclusive place to work.

WE OFFER GREAT JOBS AND GREAT WORKING CONDITIONS:

- Interesting and challenging jobs with plenty of opportunities for training and acquiring new skills and competencies throughout your whole career
- Opportunities to move between different policy areas throughout your career
- A package of flexible working conditions including the possibility of teleworking – we care about your work-life balance
- A competitive financial package, including comprehensive healthcare, accident and pension schemes
- A multilingual, multicultural workplace where personal and career development are strongly promoted
- Multilingual schools for your children

We recruit from a wide range of backgrounds and actively promote diversity and inclusion:

We do not only recruit political scientists and lawyers but are also looking for all kinds of profiles, including scientists, linguists, IT experts, data analysts and economists, as well as drivers and engineers.

We are committed to equal opportunities and to fostering a rich, diverse and inclusive working environment. We aim for our workforce to be representative of European society and strongly welcome applications from all qualified candidates. We actively seek to create a workplace where each staff member feels valued and respected, can give their best and can develop to their full potential.



To promote diversity and establish a geographically balanced pool of candidates, we strongly encourage applicants from Member States which are currently underrepresented in the European Commission workforce to apply. These Member States are currently Austria, the Czech Republic, Denmark, the Netherlands, Estonia, Finland, Germany, Ireland, Latvia, Luxembourg, Malta, Poland, Slovakia and Sweden¹. Recruitment will however remain strictly based on the merits of all applicants and no positions will be reserved for nationals of any specific Member State.

For more information ec.europa.eu/work-with-us

STAFF RECRUITED ON CONTRACTS

In addition to permanent officials, the European Commission offers non-permanent positions. There are two categories of non-permanent staff:

- [temporary agents](#) are recruited to fill vacant positions for a set amount of time or to perform highly specialised tasks.
- [contract agents](#) may provide additional capacity in specialised fields where an insufficient number of officials is available or carry out a number of administrative or manual tasks. They are generally recruited for fixed-term contracts (maximum 6 years in any EU Institution), but in some cases they can be offered contracts for an indefinite duration (in offices, agencies, delegations or representations).

For more information on different [staff categories](#)

¹ Please note that the list of underrepresented Member States may be subject to future amendment based on potential data changes over time.



Policy Coordinator

Directorate-General for Enlargement and Eastern Neighbourhood (ENEST) of the European Commission

Selection reference: ENEST/COM/2026/1088

Domain: External Relations

Where: Unit DG ENEST.D.TF – Secretariat of the Ukraine Donor Platform

Staff category and Function Group: Temporary agent 2b – Administrator

Grade range: AD5-7

Publication deadline: 01.09.2026 - 12.00 (Brussels time)

WE ARE

The Secretariat of the Ukraine Donor Platform (<https://ukrainedonorplatform.com>) supports the Platform and its Steering Committee in ensuring effective coordination of international assistance to Ukraine. The team, composed mainly of secondees from Platform members, works in close cooperation with the Government of Ukraine and international partners to facilitate donor coordination, information exchange and policy dialogue on recovery and reconstruction. The Secretariat prepares substantive input for, and manages the organisation of meetings at all levels; liaises with stakeholders including international financial institutions, G7+ partners, Member States, business and civil society; and ensures coherent communication and follow-up across the Platform.

WE PROPOSE

We offer a stimulating position for a Policy Coordinator acting as the European Commission Representative within the Secretariat of the Ukraine Donor Platform, in a dynamic, international and politically sensitive environment based in the Secretariat structure. The successful candidate will contribute directly to the day-to-day functioning of the Secretariat, supporting coordination between donors, Ukrainian authorities and international partners. He or she will assist in ensuring the smooth flow of information across the Platform, including the collection, processing and analysis of data related to donor support and Ukraine's recovery needs. Together with the Head of Unit and the team, the jobholder will support the preparation and follow-up of meetings of the Steering Committee, Experts Group and other coordination formats, including drafting background documents, agendas, minutes and follow-up notes. He or she will contribute to ensuring coherence and continuity across discussions and workstreams within the Secretariat. The position includes supporting negotiations and technical discussions with international partners, including G7+ countries, international financial institutions and Ukrainian authorities, and contributing to consensus-building among stakeholders in coordination with other Secretariat members. The successful candidate will prepare briefings, notes and reports for senior Commission staff and Secretariat leadership, and contribute to ensuring timely and high-quality inputs for meetings,



missions and high-level events such as the Ukraine May 18, 2026 3:39 PM Recovery Conference. He or she will also contribute to the Secretariat's communication and visibility work, helping ensure clear and consistent messaging on the Platform's activities and EU support to Ukraine. The role involves close day-to-day cooperation with colleagues in the Secretariat, the EU Delegation in Kyiv, DG ENEST and Commission services, ensuring alignment.

WE LOOK FOR

A motivated, reliable and resilient colleague who has:

- flexibility, responsiveness and the ability to work effectively in a fast-moving, politically sensitive and high-pressure environment, while maintaining accuracy, discretion and consistency in outputs;
- excellent analytical skills and sound political judgement, with the ability to navigate complex policy and operational issues related to Ukraine's recovery, reconstruction, reform and EU pre-accession process;
- proven experience in EU external relations, notably in the context of the European Neighbourhood Policy, Ukraine-related policies and international donor coordination mechanisms;
- strong experience in institutional representation, including representation of the European Commission in interinstitutional settings, international coordination platforms, Council working parties and meetings with senior officials, ministers and international partners;
- proven negotiation and coordination skills, including the ability to steer discussions among Commission services, EU Member States, G7+ countries, Ukrainian authorities, international organisations and international financial institutions;
- sound understanding of international relations, multilateral cooperation frameworks and the mandates and working methods of international organisations and international financial institutions;
- demonstrated ability to coordinate politically visible and strategically important files, including high-level meetings, ministerial events, international conferences, missions and donor coordination activities;
- the ability to chair and facilitate coordination meetings, guide stakeholders on priorities and timelines, and ensure effective follow-up in a complex inter-service and international environment;
- strong drafting skills, with the ability to prepare high-level briefings, aide-mémoires, speaking points, notes to the attention of senior management, reports, minutes and communication material under tight deadlines; • experience in preparing and joining high-level meetings with governments, international organisations, civil society representatives and other key stakeholders;
- demonstrated capacity to engage with Ukrainian authorities and donors on policy issues, reforms and coordination matters related to recovery and reconstruction;
- excellent organisational skills and the ability to manage multiple tasks and competing priorities simultaneously, including in situations characterised by evolving political parameters and limited guidance;



- good communication and interpersonal skills, including assertiveness, diplomatic awareness and the ability to communicate effectively with senior-level stakeholders in a multicultural environment;
- experience in coordinating teams or guiding colleagues in a professional setting, including the ability to provide support, mentoring and operational coordination where required.

The DG values and promotes cross-sectoral work. The jobholder may therefore be called to contribute to various tasks and projects in line with the needs of the unit, the directorate or the DG, as guided by the DG's political priorities.



HOW TO EXPRESS YOUR INTEREST?

You should send your documents in a single pdf in the following order:

1. your CV
2. completed application form.

Please send these documents by the publication deadline to ENEST-UDP-HR@ec.europa.eu indicating the selection reference **ENEST/COM/2026/1088** in the subject.

No applications will be accepted after the publication deadline.



ANNEX

1. Selection

➤ Am I eligible to apply?

You must meet the following eligibility criteria when you validate your application:

Our rules provide that you can only be recruited as a temporary agent at the European Commission if you:

General criteria:

- Are a citizen of a Member State of the EU and enjoy full rights as a citizen
- Have fulfilled any obligations imposed by applicable laws concerning military service
- Are physically fit to perform the duties linked to the post
- Produce the appropriate character references as to suitability for the performance of the duties.

Qualifications:

In order to be recruited for this position, you must have at least a level of education which corresponds to completed university studies of at least 3 years attested by a diploma.

Only qualifications issued or recognised as equivalent by EU Member State authorities (e.g. by the Ministry of Education) will be accepted. Furthermore, before recruitment, you will be required to provide the documents that corroborate the eligibility criteria (diplomas, certificates and other supporting documents).

Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU²
- AND a satisfactory knowledge (minimum level B2) of a second official language of the EU, to the extent necessary for the performance of the duties.

➤ What about the selection steps?

The post was published internally within the Commission, inter-institutionally, and brought to the attention of competition laureates.

² The official languages of the European Union are: BG (Bulgarian), CS (Czech), DA (Danish), DE (German), EL (Greek), EN (English), ES (Spanish), ET (Estonian), FI (Finnish), FR (French), GA (Irish), HR (Croatian), HU (Hungarian), IT (Italian), LT (Lithuanian), LV (Latvian), MT (Maltese), NL (Dutch), PL (Polish), PT (Portuguese), RO (Romanian), SK (Slovak), SL (Slovenian), SV (Swedish).



In accordance with Article 29 of the Staff Regulations, applications from Commission officials, officials from other Institutions, and laureates of competitions have priority³. If these candidates do not best fit the requirements for the position, the Commission can recruit a temporary agent.

For temporary agents under Article 2(a) of the [Conditions of Employment of Other Servants](#), the post is published directly on the EPSO website, without mandatory prior internal publication.

A selection panel will choose a limited number of candidates for interview, based on the CV and application form that they submitted. Due to the large volume of applications, we may receive, **only candidates selected for the next step of the selection phase will be notified.**

For operational reasons and in order to complete the selection procedure as quickly as possible in the interest of the candidates and of the institution, the selection procedure will be carried out in English and possibly in another language.

2. Recruitment

The candidate selected for recruitment will be requested to supply documentary evidence in support of the statements made in their application.

The successful candidate will be required to undergo a mandatory pre-recruitment medical check-up, carried out by the Commission.

➤ Type of contract and working conditions

The place of employment will be **Brussels**.

In case the successful candidate is not an official or a competition laureate, they will be recruited as a **temporary agent under Article 2(b) of the [Conditions of Employment of Other Servants](#), in function group AD.**

³ Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal).



➤ **Grade**

The recruitment grade, as well as the step in that grade, will be determined in accordance with [Commission Decision C\(2025\)4716](#) on policies for the engagement and use of temporary agents and with [Commission Decision C\(2013\)8970](#) laying down the criteria applicable to classification in step on engagement.

The recruitment grade will be calculated based on the qualifications and the number of years of professional experience, according to Art. 13 of the Commission Decision C(2025)4716. Higher grades may be granted exceptionally.

All new staff have to successfully complete a 9-month probationary period.

The pay of staff members consists of a basic salary supplemented with specific allowances, including, where applicable, expatriation and family allowances. The provisions guiding the calculation of these allowances can be consulted in the Conditions of Employment of Other Servants. As a member of staff of the European institutions, your pay is subject to a tax raised by those institutions.

The European Commission applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.

Should you need further information on working conditions, please refer to [Working conditions and benefits of EU Careers](#).

For information related to Data Protection, please see the [Specific Privacy Statement](#) under “7. Information to data subjects on their rights”, to find your rights and how to exercise them in addition to the privacy statement, which summarises the processing of your data.